

# **Department of Oceanography, National Sun Yat-sen University**

## **Guidelines for the Selection, Reappointment, and Dismissal of the Department Chair**

Approved at the 2nd Preparatory Meeting of the Department of Marine Sciences on December 5, 2012

Approved at the 2nd Department Affairs Meeting of the 1st Semester, Academic Year 2013 on September 25, 2013

Amended and approved at the 4th Department Affairs Meeting of the 1st Semester, Academic Year 2013 on January 8, 2014

Approved by the University President in March 2014

Amended and approved at the 1st Department Affairs Meeting of the 2nd Semester, Academic Year 2014 on April 15, 2015

Approved by the University President on January 21, 2020

- Article 1. These guidelines are established in accordance with the university's regulations for the selection, reappointment, and dismissal of academic supervisors at all levels.
- Article 2. When the Department Chair's term is set to expire within five months, or if the position becomes vacant for any reason, a selection committee consisting of five to seven full-time faculty members shall be elected by the department's full-time faculty. Upon administrative approval, the committee will nominate one to three professors as candidates. The candidates will be voted on anonymously, and any candidate receiving votes from more than half of eligible voters will be submitted by the Dean to the University President, who will appoint one as the new Chair.
- If no candidate receives more than half of the votes, the selection committee must repeat the selection process within one month. If no candidate still meets the requirement, the committee may nominate the top two candidates (by vote count) and submit them to the Dean, who will request the President to appoint one of them.
- Voters must be notified at least one week before the election. Proxy voting is allowed, but only ballots received before vote counting will be considered valid.
- Article 3. Eligibility to Vote: All full-time faculty members of the department are eligible to vote.
- Article 4. Qualifications for the Chair: The Chair must have led at least one Ministry of Science and Technology (MOST) research project and published at least one academic paper (e.g., in journals such as SCIE) in a relevant field within the past three years.
- Article 5. The Chair serves a three-year term, and may be reappointed once if necessary. For mid-term appointments, the term begins from the date of the President's approval. If no candidate is selected by the deadline, the President may appoint an appropriate interim Chair until a new one is selected.
- Article 6. Five months before the end of the first term, the Chair must notify the Department Affairs Meeting in writing of their intention to continue. A performance report and future plans must also be submitted to the President and faculty members. Upon administrative approval, a reappointment vote will be conducted.

A Reappointment Voting Task Group, composed of at least three representatives elected by the Department Affairs Meeting, shall conduct the vote no later than four months before the Chair's term ends.

If the Chair receives approval from two-thirds of the full-time faculty, the reappointment will be submitted to the President for confirmation.

If the Chair does not seek reappointment or fails the vote, a new selection process must be conducted according to Article 2. The outgoing Chair may not participate in the new selection.

- Article 7. After assuming office, the Chair may only step down voluntarily or be removed for significant reasons. Removal may be initiated by the President or by a motion supported by one-third of full-time faculty members. The Dean must then convene an emergency Department Affairs Meeting within one month. If two-thirds of the full-time faculty agree, the President will be petitioned to remove the Chair and appoint an interim replacement.
- Article 8. Matters not covered by these guidelines shall be handled in accordance with relevant university regulations.
- Article 9. These guidelines shall be implemented upon approval by the Department Affairs Meeting and the University President. Amendments shall follow the same procedure.

Any dispute over interpretations of these regulations shall be resolved in a court of law based on the Chinese version.